

My First.....

AGM

What is an AGM?

- An Annual General Meeting (AGM) is a meeting that is required by Rule (103) to hold
- An AGM is held every year and it is the forum for the election of officers for your club and to pass the financial report for the operating year
- General business can be put forward from any member at the AGM also.

Rationale behind an AGM

- It is important to make sure that the AGM is well publicised and welcoming to all members
- The members need to be involved in the AGM to ensure that the club's decision making process is fair and representative of the club. Members should be encouraged to take an active part in discussion
- It is also an opportunity to recruit 'new blood' onto the committee either through officer roles or sub committees (e.g. finance, PR, juvenile etc. committees)

When is the AGM and what does it entail?

- Your club AGM should be held on or before the 1st December
- The notice of the time and place of such a meeting shall be conveyed to members at least five days beforehand
- The Annual General Meeting shall elect
 - Chairperson
 - Vice chairperson
 - Secretary
 - Registrar
 - Treasurer
 - Delegates to County Board and County Convention
 - Positions of Assistant Secretary, Assistant Treasurer, PRO, Development Officer and Culture and Language Officer may also be elected
 - An Executive or Management Committee, which shall comprise the officers and any other members that it may decide
- Each club must appoint a Children's Officer, who should be a member of the Management Committee. The Children's Officer shall not have voting rights at the Management Committee
- These shall hold office until the next Annual General Meeting

- All clubs shall notify the County Board of the date of their AGM five days prior
- A report of the Annual General Meeting shall be sent to the County Board not later than ten days after the meeting

Encouraging Attendance

It is often difficult to encourage ordinary members to attend AGM's. Some suggested methods of improving attendance are:

- Provide refreshments before the meeting and/or social event afterwards
- Invite a speaker on a topic of interest
- Build agendas around members' concerns and interests
- Hold the meeting in pleasant surroundings
- Ensure venue is easily accessible and there is plenty of parking
- Find out what time and venue is most convenient for majority of members

Sample AGM Agenda

(Your Clubs Name)

ANNUAL GENERAL MEETING

(Date and time)

(Venue)

AGENDA

All members very welcome

1. Welcome by Chair and introduction to Club Officials
2. Apologies
3. Minutes from previous AGM and matters arising
4. Presentation of the Annual Report, including Financial report
5. Election of Management Committee members
6. Proposed changes to constitution/ Bye-laws
7. Motions
8. Any other business

THERE WILL BE REFRESHMENTS AVAILABLE AT THE CLOSE OF THE MEETING